

ECONOMIC RESEARCH ASSISTANT INTERNSHIP
Los Angeles County Economic Development Corporation

Program Description:

LAEDC's vision is a reimagined Los Angeles regional economy that is equitable, sustainable, inclusive, and resilient that provides a healthy and high standard of living for all. We pursue this vision via highly collaborative economic development leadership, objective economic research and analysis, strategic assistance to business and government, and targeted public policy. Approaching 40 years of service to County's residents, LAEDC was established in 1978 as a public non-profit public benefit organization. As the Los Angeles region's most respected economic research organization, the mission of LAEDC's Institute for Applied Economics is to provide unparalleled economic and policy analysis expertise to our clients and the broader public to inform decision makers and expand awareness of our rapidly changing economy. The Institute's research and analysis is used by a wide range of stakeholders, including the County, state and federal government, and the private sector.

Culture of Inclusion:

LAEDC is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and thrive with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents our culture. We are proud to be an equal opportunity workplace and an affirmative action employer. In recruiting for our team, we are committed to equal employment opportunity and we welcome the unique contributions that you can bring to the organization.

Reports to:

Director of Economic Research

Training and Responsibilities:

The intern will be responsible for assisting with the preparation and distribution of reports, conducting research, and providing administrative support. The intern will also be responsible for maintaining the research database and ensuring that all data is accurate and up-to-date. The intern will be expected to work independently and to be able to communicate effectively with team members and other staff. The intern will be responsible for ensuring that all work is completed in a timely and professional manner. The intern will be expected to maintain confidentiality of all information and to adhere to all applicable laws and regulations. The intern will be responsible for ensuring that all work is completed in a timely and professional manner. The intern will be expected to maintain confidentiality of all information and to adhere to all applicable laws and regulations.

Experience and Qualifications:

- Enrollment in a Master's degree program in Economics or Statistics preferred; excellent candidates in undergraduate degree programs in Economics will be considered
- Computer skills: Microsoft Office suite (especially excel), familiarity with R or other statistical software preferred. Experience with GIS software a plus.
- Excellent English communication & writing skills
- Able to work comfortably in a multi-task environment

This is an internship position for training and educational purposes in support of currently enrolled students. The chosen candidate(s) will be asked to provide a signed (original) letter from their college/university confirming the student(s)'s status and program.

Please send cover letter and resume to Shannon.sedgwick@laedc.org with "Internship" in subject line. Due to the volume of resumes received, not all applicants may receive a response. Thank you for your interest.